

National Aeronautics and  
Space Administration

**Ames Research Center**  
Moffett Field, CA 94035-1000



September 11, 2006

## **2006 FISCAL YEAR-END BULLETIN #12**

TO: Distribution

FROM: Code C Fiscal Year-End/New Year Start Up Team

SUBJECT: Invoice Payment Guidance

The Prompt Payment Act generally requires the government to pay invoices 30 days after the receipt of a valid invoice, provided the goods/services have been received and accepted. Due to the shutdown of SAP, this creates a problem when invoices are received during September and not scheduled to be paid until 30 days later or sometime in October.

In order to minimize interest penalties and disruption to our vendors, the Agency Deputy Chief Financial Officer has authorized the Centers to waive the 30 day requirement and pay valid invoices (where goods and services have been delivered **and** accepted) as soon as possible but no later than September 26, 2006 (the date established by the Competency Center to schedule payments through Treasury and receive payment confirmation before the system shuts down for the year).

To comply with the 9/26/06 cutoff date and factor in invoice processing time, the Accounting Operations Branch (CFS) request receipt of the below documentation by **September 22, 2006:**

- Contracting Officer approved Financial Suspense Report (ARC 21)
- Approved Material Inspection and Receiving Report (DD 250)
- Approved Reveal and Inspection Report (ARC 76)

CFS will continue to accept documentation through September 26, 2006 but cannot guarantee that the invoice will be paid before the system shuts down. From September 27, 2006 until November 13, 2006 (the revised date for re-opening the system), CFS will continue to receive and manually log in invoices and request receiving reports (DD 250, ARC 76). This information will be recorded in SAP once the system re-opens.

Agency policy states that no payments will be made outside SAP during the shut down period from September 27, 2006 through November 13, 2006. Exceptions to this policy must be approved in writing by the Center DCFO-Finance on a case by case basis.

Please contact Beverly Davis at 4-4773 or [Beverly.L.Davis@nasa.gov](mailto:Beverly.L.Davis@nasa.gov) if you have any questions. This Bulletin is also available at <http://cfo.arc.nasa.gov/fye.html>.

*Original Signed By*

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